Downloaded from <https://www.velvetjobs.com/job-descriptions/tax-advisor>

# Example of Tax Advisor Job Description

Our company is growing rapidly and is hiring for a tax advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tax advisor

* Increasing tax certification and expertise
* Mentoring and supporting teammates
* Australia and/or Singapore GST experience
* US indirect tax experience
* Preparation and maintenance of financial models
* May work with tax law and accounting provisions, assist with preparation of statutory filings and/or tax returns, and provide support to Tax Managers in audits and response to various taxing authority notices
* May focus on compliance or provision activities, provide guidance on indirect taxation issues, and/or advise on best practices when preparing and submission of documents to Internal Revenue Service
* Assists with preparation of domestic tax provisions and federal and state tax filings, and provide support in audits and response to various taxing authority notices
* Focus on tax provision and compliance activities
* Coordinate, supervise and challenge the external advisors work related to tax implications of the corporate structure and restructuring schemes, transactions and on-going issues, on transfer pricing policy and other tax issues

## Qualifications for tax advisor

* Be able to demonstrate critical thinking to solve problems
* Tax law degree/ Master 2 in (International) Taxation or equivalent
* Fluent English (+ other foreign language(s))
* Minimum of 4 years of experience in cross-border tax planning
* Experience required in planning and understanding the various issues involved when planning for complex, cross-border value chains including some knowledge of withholding tax, indirect tax, income tax, IT systems, accounting requirements, business operations and trade compliance
* Required education includes a Bachelor’s degree with an emphasis in Accounting or Finance, and a preference for candidates with a CPA and MST, JD, and/or MBA degrees